

C.I.G. ADMINISTRATIVE ORDER

Rec'd by

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TRAVEL INSTRUCTIONS FOR CIVILIAN EMPLOYEE OGC Has Reviewed*1. POLICY

- a. It is the policy of the CIG to limit the travel of employees to a minimum consistent with operating requirements. All travel must be authorized in writing in advance, and such authorizations will be made only after it has been determined by a properly designated official that the travel is officially necessary. Authorization will be given for specific trips only, and blanket travel orders will not be issued unless approved by the Chief, Personnel and Administration Branch.
- b. All travel by employees paid from vouchered funds must be authorized and performed in accordance with the provisions of Standardized Government Travel Regulations and/or applicable current statutes.

2. AUTHORIZATION

- a. When it is determined that it is necessary for a vouchered civilian employee to perform official domestic travel, a travel request on Form 34-5 will be approved by the office or branch chief and forwarded to the Chief, Fiscal Section. The Chief, Fiscal Section will approve and forward Form 34-5 to the Travel Unit, Fiscal Section for issuance of the necessary travel orders.
- b. After the travel order is prepared and funds to cover the cost of travel have been obligated, the original will be forwarded to the traveler or may be picked up by the traveler from the Travel Unit, Fiscal Section.
- c. To amend a previously issued travel order, a new request should be submitted in accordance with the procedure outlined above. If approved, the amended order will be issued and distributed in the same manner as the original.
- d. Requests for travel should be initiated sufficiently in advance of the commencement of travel so that the Chief, Fiscal Section will have the request in his possession at least 48 hours prior to the time the travel is to begin.

Rec'd 6 copies

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3. REIMBURSEMENT FOR TRAVEL EXPENSES

- a. After the completion of a trip, or at the end of each month, the traveler will submit his account for travel reimbursement expenses on Standard Form 1012, "Public Voucher for Reimbursement of Travel and Other Expenses including Per Diem". This form will be approved administratively by the Branch Chief or his designee and forwarded in quadruplicate to the Fiscal Section for audit, certification and payment.
- b. An administrative audit of Form 1012 will be performed by the Fiscal Section to determine if the travel was performed as authorized in accordance with Standardized Government Travel Regulations and pertinent travel order. Any suspensions (deductions) from the amount claimed will be reported to the traveler on an "Administrative Audit Difference Statement" together with an explanation, where applicable, of the information necessary to support a reclaim of the amount previously suspended.

4. TRAVEL SERVICES

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5. GENERAL INFORMATION FOR THE TRAVELER

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d. Return Unused Tickets

Unused portions of tickets should be submitted attached to the travel reimbursement account, Standard Form 1012.

e. Per Diem

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b. Since one day is lost on a westward crossing of the International Date Line, per diem for one day will be deducted from all travel accounts when such travel is involved.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE



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Deputy Executive for Personnel
and Administration

31 October 1946

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CENTRAL INTELLIGENCE GROUP

CIG ADMINISTRATIVE ORDER [redacted]

TRAVEL INSTRUCTIONS FOR [redacted] CIVILIAN EMPLOYEES

*sent to me
31 Oct. 46*1. POLICY

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~~CONFIDENTIAL~~

25 November 1946

MEMORANDUM FOR THE EXECUTIVE FOR PERSONNEL AND ADMINISTRATION

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Subject: Proposed Administrative Order on Travel Allowances and Amendment to CIG Administrative Order
[redacted]

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Enclosure: a. Proposed Amendment to CIG Administrative Order [redacted]

b. Proposed CIG Administrative Order Concerning Travel Allowances and Per Diem payable from Unvouchedered Funds

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1. Attached is a proposed amendment to CIG Administrative Order [redacted] entitled "Travel Instructions for Civilian Employees". Paragraph 6 a has been expanded to include the full provisions of paragraph 45 of the Standardized Government Travel Regulations. In addition, a further paragraph has been added, stating that CIG Administrative Order [redacted] shall apply only where the travel allowances and per diem are payable from vouchered funds.

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2. Enclosed is a proposed CIG Administrative Order concerning travel allowances and per diem, and is applicable only where such allowances and per diem are properly payable from unvouchedered funds. Paragraph II is substantially the same as paragraph 6 a of the proposed amendment to CIG Administrative Order [redacted]. Paragraph III deals with the travel allowances payable to prospective employees who are directed to report to Washington for assessment. Paragraph IV is concerned with the payment of per diem for personnel who are directed to report to Washington for temporary duty to effect necessary training prior to departure for an overseas station. Paragraph IV is consistent with the provisions of CIG Administrative Order [redacted].

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3. The attached Orders appear to be in accordance with your views. The Assistant Director for Special Operations and the Chief, Special Funds, have approved the provisions of the proposed Order applicable to unvouchedered funds. This office is of the opinion that the proposed Order and amendment are necessary and are now in order for publication.

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[redacted]
LAWRENCE R. HOUSTON
General Counsel~~CONFIDENTIAL~~

~~RESTRICTED~~19 November 1946CENTRAL INTELLIGENCE GROUPAMENDMENT TO C.I.G. ADMINISTRATIVE ORDER

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TRAVEL INSTRUCTIONS FOR CIVILIAN EMPLOYEES

Paragraph 6 a is deleted and in lieu thereof there shall be the following:

6. FOREIGN TRAVEL

a. Bureau of the Budget Circular A-7, revised, dated 5 September 1946, contains amendments to Standardized Government Travel Regulations. Paragraph 45 of these Regulations, set forth in Budget Circular A-7, provides in part that, "For travel on official business outside the continental limits of the United States, a per diem allowance not to exceed \$7.00, in lieu of subsistence expenses, may be allowed (except during the fiscal year 1947 the maximum per diem allowance shall be the amount prescribed in Appendix 1 of this Regulation). The per diem allowances provided herein represent the maximum allowable, not the minimum." It is the responsibility of the officials authorized to issue travel orders and authorize a per diem allowance to see that the travel orders authorize only such per diem allowance not in excess of the maximum as are justified by the circumstances surrounding the travel. Therefore, in accordance with paragraph 45, "Care should be exercised to prevent the fixing of a per diem allowance in excess of that required to meet the necessary authorized expenses." The per diem allowance described in Appendix 1 of paragraph 45, which Appendix is attached to Bureau of the Budget Circular A-7, may be authorized by the persons to whom authority to issue travel orders has been granted. Such persons include Chiefs of Missions, Executive for Personnel and Administration, Chief, Finance Division, and Chief, Fiscal Section.

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There is added to CIG Administrative Order a paragraph which shall read as follows:

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7. APPLICATION:

This Order and amendments thereto shall apply only where travel allowances and per diem are payable from ~~vouchered~~ funds available to CIG.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE



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Colonel, CAC
Executive for Personnel
and Administration

~~RESTRICTED~~

Approved For Release 2003/03/10 : CIA-RDP81-00728R000100050027-0

31 October 1966

COPY NO.

CENTRAL INTELLIGENCE GROUP

C.I.G. ADMINISTRATIVE ORDER

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FOR THE DIRECTOR OF CENTRAL INTELLIGENCE



25X1A

Deputy Executive for Personnel
and Administration

CENTRAL INTELLIGENCE GROUP

C.I.G. ADMINISTRATIVE ORDER

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EFFECTIVE 30 JUNE 1947 CIG ADMINISTRATIVE ORDERS HAVING BEEN RESCINDED ARE
NOT EFFECTIVE AFTER 1, JULY 1947

RESTRICTED

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Dep:

Office for Personnel
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